Update _2_0_116

Clinical Reminders

VA-TH EMERGENCY MANAGEMENT TEMPLATES

Install Guide

March 2020

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

DESCRIPTION:

     In partnership with the Office of Emergency Management (OEM) and VISN Clinical Resource Hubs (CRHs), the Telehealth Emergency Management (TEM) team provides critical clinical services to Veterans and civilians by leveraging the enterprise-wide capacity of VA staff to rapidly deliver clinical care through telehealth after a disaster or emergency when there is a surge in clinical demand and/or a shortage in staffing. Historically, when TEM is activated to support a VA Medical Center (VAMC) during an emergency or natural disaster, ADPACS and CACs at the local facility are required to build clinics and note titles/templates to allow TEM personnel to document workload and clinical encounters with impacted local Veterans. Recognizing that when an emergency or disaster happens, VA staff are impacted along with Veterans, preparation is key.

     In order to provide improved disaster readiness, all facilities have pre-installed these national note titles/templates and pre-built TEM clinics, "ZZ'ing" them until such a time as they are needed. This ensures that when disaster strikes, TEM can integrate seamlessly into the facility's clinical workflow without burdening local staff.

     These notes were developed in collaboration with Clinical Resource Hub (CRH) and Clinical Contact Center (CCC) subject matter experts.

     Please see the brief use case descriptions with each note title below:

Template Title	Description	Suggested Users
VIRTUAL EMERG MGMT SWS	Will be used to document case management visits for social work visits. This note meets the documentation needs for both synchronous telehealth and telephone visits.	Social Workers
VIRTUAL EMERG MGMT PHARM	Will be used to document medication management visits for clinical pharmacy visits. This note meets the documentation needs for both synchronous telehealth and telephone visits.	Clinical Pharmacists
VIRTUAL EMERG MGMT PROVIDER	Will be used to document primary care, medicine, and surgery provider visits. This note meets the documentation needs for either synchronous or asynchronous telehealth visits, as well as telephone.	MDs, DOs, NPs, PAs

VIRTUAL EMERG MGMT MH	Will be used to document psychiatry, psychology, social work, and counseling specialty visits. This note meets the documentation needs for both synchronous telehealth and telephone visits.	Psychiatrists, Psychologists, Social Workers, and Counselors
VIRTUAL EMERG MGMT PHONE	Will be used to document a telephone only (no video) visit with any discipline or clinician type.	Nurses, MDs, DOs, NPs, PAs, Psychologists, Social Workers, Pharmacists

UPDATE_2_0_116 contains 1 Reminder Exchange entry:
UPDATE_2_0_116 VA-TH EMERGENCY MANAGEMENT TEMPLATES

The exchange file contains the following components:

TIU TEMPLATE FIELD
      BLANK LINE 1
      OTHER TEXT
      WORD
      WORD PROCESS (REQUIRED)
      BLANK SP

HEALTH FACTORS
      VA-REMINDER UPDATES
      VA-UPDATE_2_0_116

REMINDER SPONSOR
      Office of Connected Care

REMINDER TERM
      VA-REMINDER UPDATE_2_0_116

REMINDER DIALOG
      VA-TH VVC EM PROVIDER
      VA-TH VVC EM CASE MANAGEMENT
      VA-TH VVC EM CLINICAL PHARMACY
      VA-TH VVC EM MENTAL HEALTH
      VA-TH VVC EM TELEPHONE TRIAGE

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://vaww.va.gov/reminders/docs/UPDATE_2_0_116.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

If your site is unable to use LWH, you will have a vista mail message with subject of UPDATE 116.

Installation:
=============
This update can be loaded with users on the system. Installation will take less than 10 minutes.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
            RISK MANAGEMENT FOLLOW-UP
+          + Next Screen   - Prev Screen   ?? More Actions                >>>
CFE   Create Exchange File Entry        LHF   Load Host File
CHF   Create Host File                  LMM   Load MailMan Message
CMM   Create MailMan Message            LR    List Reminder Definitions
DFE   Delete Exchange File Entry        LWH   Load Web Host File
IFE   Install Exchange File Entry       RI    Reminder Definition Inquiry
IH    Installation History              RP    Repack
Select Action: Next Screen// LWH   Load Web Host File   <---
Input the URL for the .prd file: https://vaww.va.gov/reminders/docs/UPDATE_2_0_116.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the url for the .prd file:** prompt, type the following web address:
https://vaww.va.gov/reminders/docs/UPDATE_2_0_116.PRD

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE_2_0_116 VA-TH EMERGENCY MANAGEMENT TEMPLATES** in reminder exchange.

```
+Item   Entry                          Source                Date Packed
  114   UPDATE_2_0_116 VA-TH           GRIFFITH@SALT LAKE CI  03/24/2020@07:31
        EMERGENCY MANAGEMENT TEMPLATES   <---
  115   UPDATE_2_0_117 VA-SCREENING    GRIFFITH@SALT LAKE CI  03/13/2020@06:43
        COVID 19
  116   UPDATE_2_0_118 ED TRIAGE       GRIFFITH@SALT LAKE CI  03/13/2020@15:02
        COVID 19
  117   UPDATE_2_0_12 VA-DIFFICULT     GRIFFITH@SALT LAKE CI  03/10/2016@14:12
        AIRWAY
  118   UPDATE_2_0_120 VA-OSP SUICIDE  MONTGOMERY@SALT LAKE CI 03/18/2020@13:47
        RISK MANAGEMENT FOLLOW-UP
+          + Next Screen   - Prev Screen   ?? More Actions                >>>
CFE   Create Exchange File Entry        LHF   Load Host File
CHF   Create Host File                  LMM   Load MailMan Message
CMM   Create MailMan Message            LR    List Reminder Definitions
DFE   Delete Exchange File Entry        LWH   Load Web Host File
IFE   Install Exchange File Entry       RI    Reminder Definition Inquiry
IH    Installation History              RP    Repack
Select Action: Next Screen// IFE   Install Exchange File Entry
Enter a list or range of numbers (1-349): 114
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entry **UPDATE_2_0_116 VA-TH EMERGENCY MANAGEMENT TEMPLATES** *(in this example it is entry 114 it will vary by site).* The exchange file should have a date packed of 03/24/2020.

```
           Component                                  Category      Exists
Source:      GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 03/24/2020@07:31:23
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-TH VVC EM TELEPHONE TRIAGE
  VA-TH VVC EM MENTAL HEALTH
  VA-TH VVC EM PROVIDER
  VA-TH VVC EM CLINICAL PHARMACY
  VA-TH VVC EM CASE MANAGEMENT


REMINDER TERM
  VA-REMINDER UPDATE_2_0_116
Non-exchangeable order dialog(s):
+           Enter ?? for more actions                              >>>
IA   Install all Components           IS    Install Selected Component
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// IA   Install all Components
You will see several prompts, for all new entries you will choose **I to Install**
For components that already exists but the packed component is different, you will choose **S to Skip.**

You will be promped to install the FIRST reminder dialog component –

```
Packed reminder dialog: VA-TH VVC EM CASE MANAGEMENT [NATIONAL DIALOG]

 Item  Seq. Dialog Findings                          Type    Exists
  1     VA-TH VVC EM CASE MANAGEMENT                 dialog

  2    10 VA-GP TH VVC CASE MANAGEMENT               group
          Finding: *NONE*
  3    10.3 VA-GP TH VVC MODALITY                    group     X
          Finding: *NONE*
  4    10.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID    group     X
          Finding: *NONE*
  5    10.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID group     X
       VERIFIED
          Finding: *NONE*
  6    10.3.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER  group  X
          Finding: *NONE*
  7    10.3.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID      group  X
       OTHER Y
+          + Next Screen   - Prev Screen   ?? More Actions
DD   Dialog Details      DT   Dialog Text      IS    Install Selected
DF   Dialog Findings     DU   Dialog Usage     QU    Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH VVC EM CASE MANAGEMENT**
Select Action: Next Screen// IA   Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-TH VVC EM CASE MANAGEMENT [NATIONAL DIALOG]
VA-TH VVC EM CASE MANAGEMENT (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                    Type     Exists
    1      VA-TH VVC EM CASE MANAGEMENT                         dialog      X

    2    10 VA-GP TH VVC CASE MANAGEMENT                        group       X
            Finding: *NONE*
    3    10.3 VA-GP TH VVC MODALITY                             group       X
            Finding: *NONE*
    4    10.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID             group       X
            Finding: *NONE*
    5    10.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID          group       X
         VERIFIED
            Finding: *NONE*
    6    10.3.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER    group       X
            Finding: *NONE*
    7    10.3.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID        group       X
         OTHER Y
+          + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT    Dialog Text         IS    Install Selected
DF    Dialog Findings     DU    Dialog Usage        QU    Quit
DS    Dialog Summary      IA    Install All
Select Action: Next Screen// Q
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

You will be prompted to install the SECOND reminder dialog component –

```
Packed reminder dialog: VA-TH VVC EM CLINICAL PHARMACY [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                    Type     Exists
    1      VA-TH VVC EM CLINICAL PHARMACY                       dialog

    2    1 VA-GP TH VVC CLINICAL PHARMACY                       group
            Finding: *NONE*
    3    1.5 VA-GP TH VVC MODALITY                              group       X
            Finding: *NONE*
    4    1.5.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID              group       X
            Finding: *NONE*
    5    1.5.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID           group       X
         VERIFIED
            Finding: *NONE*
    6    1.5.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER     group       X
            Finding: *NONE*
    7    1.5.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID         group       X
         OTHER Y
+          + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT    Dialog Text         IS    Install Selected
DF    Dialog Findings     DU    Dialog Usage        QU    Quit
DS    Dialog Summary      IA    Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH VVC EM CLINICAL PHARMACY**
Select Action: Next Screen// IA   Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-TH VVC EM CLINICAL PHARMACY [NATIONAL DIALOG]
VA-TH VVC EM CLINICAL PHARMACY (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                 Type       Exists
   1       VA-TH VVC EM CLINICAL PHARMACY                     dialog        X

   2     1 VA-GP TH VVC CLINICAL PHARMACY                     group         X
             Finding: *NONE*
   3     1.5 VA-GP TH VVC MODALITY                            group         X
             Finding: *NONE*
   4     1.5.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID            group         X
             Finding: *NONE*
   5     1.5.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID         group         X
         VERIFIED
             Finding: *NONE*
   6     1.5.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER   group         X
             Finding: *NONE*
   7     1.5.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID       group         X
         OTHER Y
+        + Next Screen   - Prev Screen   ?? More Actions
DD    Dialog Details       DT    Dialog Text        IS    Install Selected
DF    Dialog Findings      DU    Dialog Usage       QU    Quit
DS    Dialog Summary       IA    Install All
Select Action: Next Screen// Q
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

You will be promped to install the THIRD reminder dialog component –

```
Packed reminder dialog: VA-TH VVC EM PROVIDER [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                 Type       Exists
   1       VA-TH VVC EM PROVIDER                              dialog

   2     1 VA-GP TH VVC PROVIDER                              group
             Finding: *NONE*
   3     1.5 VA-GP TH VVC PROVIDER MODALITY                   group
             Finding: *NONE*
   4     1.5.5 VA-TH VVC PROVIDER MODALITY ASYNCH             element
             Finding: *NONE*
   5     1.5.10 VA-GP TH VVC PROVIDER MODALITY CVT            group
             Finding: *NONE*
   6     1.5.10.3 VA-GP TH VVC MODALITY                       group
             Finding: *NONE*
   7     1.5.10.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID       group
             Finding: *NONE*
   8     1.5.10.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID    group
+        + Next Screen   - Prev Screen   ?? More Actions
DD    Dialog Details       DT    Dialog Text        IS    Install Selected
DF    Dialog Findings      DU    Dialog Usage       QU    Quit
DS    Dialog Summary       IA    Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH VVC EM PROVIDER**
Select Action: Next Screen// IA   Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-TH VVC EM PROVIDER [NATIONAL DIALOG]
VA-TH VVC EM PROVIDER (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                   Type      Exists
   1      VA-TH VVC EM PROVIDER                                 dialog      X

   2    1 VA-GP TH VVC PROVIDER                                 group       X
           Finding: *NONE*
   3    1.5 VA-GP TH VVC PROVIDER MODALITY                      group       X
           Finding: *NONE*
   4    1.5.5 VA-TH VVC PROVIDER MODALITY ASYNCH               element      X
           Finding: *NONE*
   5    1.5.10 VA-GP TH VVC PROVIDER MODALITY CVT               group       X
           Finding: *NONE*
   6    1.5.10.3 VA-GP TH VVC MODALITY                          group       X
           Finding: *NONE*
   7    1.5.10.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID          group       X
           Finding: *NONE*
   8    1.5.10.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID       group       X
+           + Next Screen   - Prev Screen    ?? More Actions
DD   Dialog Details       DT   Dialog Text       IS    Install Selected
DF   Dialog Findings      DU   Dialog Usage      QU    Quit
DS   Dialog Summary       IA   Install All
Select Action: Next Screen// Q
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

You will be promped to install the FOURTH reminder dialog component –

```
Packed reminder dialog: VA-TH VVC EM MENTAL HEALTH [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                   Type      Exists
   1      VA-TH VVC EM MENTAL HEALTH                            dialog

   2    1 VA-GP TH VVC MH                                       group
           Finding: *NONE*
   3    1.3 VA-GP TH VVC MODALITY                               group       X
           Finding: *NONE*
   4    1.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID               group       X
           Finding: *NONE*
   5    1.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID            group       X
        VERIFIED
           Finding: *NONE*
   6    1.3.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER      group       X
           Finding: *NONE*
   7    1.3.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID          group       X
        OTHER Y
+           + Next Screen   - Prev Screen    ?? More Actions
DD   Dialog Details       DT   Dialog Text       IS    Install Selected
DF   Dialog Findings      DU   Dialog Usage      QU    Quit
DS   Dialog Summary       IA   Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-TH VVC EM MENTAL HEALTH**
Select Action: Next Screen// IA   Install All

Install reminder dialog and all components with no further changes: Y// <mark>Yes</mark>

```
Packed reminder dialog: VA-TH VVC EM MENTAL HEALTH [NATIONAL DIALOG]
VA-TH VVC EM MENTAL HEALTH (reminder dialog) installed from exchange file.
 Item   Seq. Dialog Findings                                    Type      Exists
   1       VA-TH VVC EM MENTAL HEALTH                          dialog       X

   2     1 VA-GP TH VVC MH                                      group       X
           Finding: *NONE*
   3     1.3 VA-GP TH VVC MODALITY                              group       X
           Finding: *NONE*
   4     1.3.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID              group       X
           Finding: *NONE*
   5     1.3.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID           group       X
         VERIFIED
           Finding: *NONE*
   6     1.3.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER     group       X
           Finding: *NONE*
   7     1.3.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID         group       X
         OTHER Y
+         + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT   Dialog Text        IS   Install Selected
DF    Dialog Findings     DU   Dialog Usage       QU   Quit
DS    Dialog Summary      IA   Install All
Select Action: Next Screen// Q
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

You will be promped to install the FIFTH AND FINAL reminder dialog component –

```
Packed reminder dialog: VA-TH VVC EM TELEPHONE TRIAGE [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                    Type      Exists
   1       VA-TH VVC EM TELEPHONE TRIAGE                       dialog

   2     1 VA-GP TH VVC TELEPHONE TRIAGE                        group
           Finding: *NONE*
   3     1.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID                group       X
           Finding: *NONE*
   4     1.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID VERIFIED    group       X
           Finding: *NONE*
   5     1.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER       group       X
           Finding: *NONE*
   6     1.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER Y   group       X
           Finding: *NONE*
   7     1.5.15.5.5 VA-TH VVC TELEPHONE TRIAGE PT ID OTHER     element      X
         NAME
           Finding: *NONE*
+         + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT   Dialog Text        IS   Install Selected
DF    Dialog Findings     DU   Dialog Usage       QU   Quit
DS    Dialog Summary      IA   Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – VA-TH VVC EM TELEPHONE TRIAGE
Select Action: Next Screen// <mark>IA   Install All</mark>
Install reminder dialog and all components with no further changes: Y// <mark>Yes</mark>

```
Packed reminder dialog: VA-TH VVC EM TELEPHONE TRIAGE [NATIONAL DIALOG]
VA-TH VVC EM TELEPHONE TRIAGE (reminder dialog) installed from exchange file.
 Item  Seq. Dialog Findings                                    Type    Exists
   1      VA-TH VVC EM TELEPHONE TRIAGE                       dialog      X

   2    1 VA-GP TH VVC TELEPHONE TRIAGE                        group       X
           Finding: *NONE*
   3    1.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID                group       X
           Finding: *NONE*
   4    1.5.10 VA-GP TH VVC TELEPHONE TRIAGE PT ID VERIFIED    group       X
           Finding: *NONE*
   5    1.5.15 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER       group       X
           Finding: *NONE*
   6    1.5.15.5 VA-GP TH VVC TELEPHONE TRIAGE PT ID OTHER Y   group       X
           Finding: *NONE*
   7    1.5.15.5.5 VA-TH VVC TELEPHONE TRIAGE PT ID OTHER     element      X
        NAME
           Finding: *NONE*
+           + Next Screen   - Prev Screen    ?? More Actions
DD    Dialog Details       DT    Dialog Text        IS    Install Selected
DF    Dialog Findings      DU    Dialog Usage       QU    Quit
DS    Dialog Summary       IA    Install All
Select Action: Next Screen// Q
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q.**

```
        Component                                        Category      Exists
Source:       GRIFFITH,ELIZABETH A at SALT LAKE CITY
Date Packed: 03/24/2020@07:31:23
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-TH VVC EM TELEPHONE TRIAGE
  VA-TH VVC EM MENTAL HEALTH
  VA-TH VVC EM PROVIDER
  VA-TH VVC EM CLINICAL PHARMACY
  VA-TH VVC EM CASE MANAGEMENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_116
Non-exchangeable order dialog(s):
+           + Next Screen   - Prev Screen    ?? More Actions              >>>
IA   Install all Components           IS    Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **Select Action** prompt, type **Q.**

Install complete.

1. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

   From the Reminders Manager Menu:
   Select Reminder Managers Menu Option: <mark>CP CPRS Reminder Configuration</mark>
      CA   Add/Edit Reminder Categories
      CL   CPRS Lookup Categories
      CS   CPRS Cover Sheet Reminder List
      MH   Mental Health Dialogs Active
      PN   Progress Note Headers
      RA   Reminder GUI Resolution Active
      <mark>TIU   TIU Template Reminder Dialog Parameter</mark>
      DL   Default Outside Location
      PT   Position Reminder Text at Cursor
   Select CPRS Reminder Configuration Option: <mark>TIU TIU Template Reminder Dialog Parameter</mark>
   Reminder Dialogs allowed as Templates may be set for the following:
   1 User   USR   [choose from NEW PERSON]
   3 Service   SRV   [choose from SERVICE/SECTION]
   4 Division   DIV   [choose from INSTITUTION]
   5 System   SYS   [NATREM.FO-SLC.MED.VA.GOV]
   Enter selection: <mark>5</mark> *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

   Setting Reminder Dialogs allowed as Templates for System:
   Select Display Sequence: <mark>?</mark>

   148   VA-VETERANS CHOICE NOTE
   149   VA-TBI SCREENING
   <mark>*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.*</mark>
   Select Display Sequence: <mark>150</mark>
   Are you adding 150 as a new Display Sequence? Yes// <mark>Y YES</mark>
   Display Sequence: 150// <mark><Enter></mark>   150
   Clinical Reminder Dialog: **type in the name of the dialog**
   VA-TH VVC EM CASE MANAGEMENT then <mark><enter></mark> reminder dialog NATIONAL
   OK? Yes// <mark><Enter></mark> (Yes)

   Select Display Sequence: <mark>151</mark>
   Are you adding 151 as a new Display Sequence? Yes// <mark>Y YES</mark>
   Display Sequence: 151// <mark><Enter></mark>   151
   Clinical Reminder Dialog: **type in the name of the dialog**

VA-TH VVC EM CLINICAL PHARMACY then **<enter>** reminder dialog
NATIONAL
OK? Yes// <Enter> (Yes)

Select Display Sequence: **152**
Are you adding 152 as a new Display Sequence? Yes// **Y YES**
Display Sequence: 152// <Enter>   152
Clinical Reminder Dialog**: type in the name of the dialog**
VA-TH VVC EM MENTAL HEALTH then **<enter>** reminder dialog NATIONAL
OK? Yes// <Enter> (Yes)

Select Display Sequence: **153**
Are you adding 153 as a new Display Sequence? Yes// **Y YES**
Display Sequence: 153// <Enter>   153
Clinical Reminder Dialog**: type in the name of the dialog**
VA-TH VVC EM PROVIDER then **<enter>** reminder dialog NATIONAL
OK? Yes// <Enter> (Yes)

Select Display Sequence: **154**
Are you adding 154 as a new Display Sequence? Yes// **Y YES**
Display Sequence: 154// <Enter>   154
Clinical Reminder Dialog**: type in the name of the dialog**
VA-TH VVC EM TELEPHONE TRIAGE then **<enter>** reminder dialog NATIONAL
OK? Yes// <Enter> (Yes)

2. **Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS**
You will need to create five new note titles for these templates. The note titles needed are:

VIRTUAL EMERG MGMT SWS
VIRTUAL EMERG MGMT PROVIDER
VIRTUAL EMERG MGMT MH
VIRTUAL EMERG MGMT PHONE
VIRTUAL EMERG MGMT PHARM

You can place them in the same category as your other caregiver program notes.

All of the note titles above are to be mapped to the following VHA Enterprise Standard Title: TELEHEALTH NOTE

Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

3. **Associate the new reminder dialogs with the note titles in CPRS**
   To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose <mark>New Template</mark> (top right-hand corner).
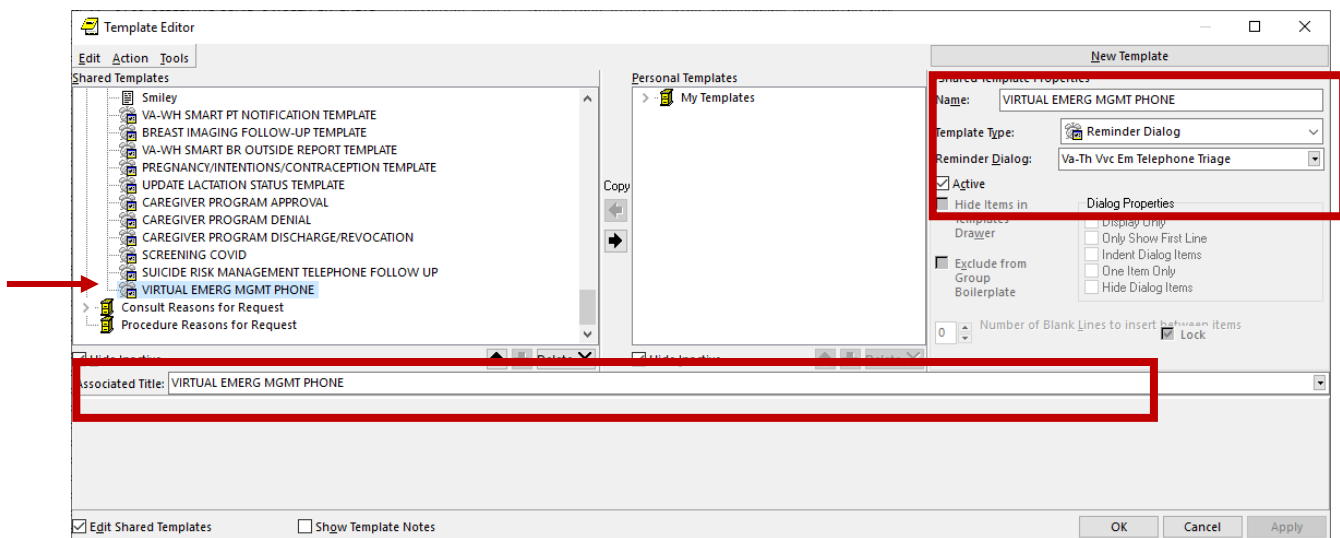
   Type in the following information:
   Name: VIRTUAL EMERG MGMT PHONE
   Template Type: Reminder Dialog
        Reminder Dialog: VA-TH VVC EM TELEPHONE TRIAGE

   Next, type in the Associated Title, which in this case is VIRTUAL EMERG MGMT PHONE and hit Apply.

Complete this step for the other four new note titles.

Type in the following information:
Name: VIRTUAL EMERG MGMT PHARM
Template Type: Reminder Dialog
     Reminder Dialog: VA-TH VVC EM CLINICAL PHARMACY

Next, type in the Associated Title, which in this case is VIRTUAL EMERG MGMT PHARM and hit Apply.

Type in the following information:
Name: VIRTUAL EMERG MGMT PROVIDER
Template Type: Reminder Dialog
     Reminder Dialog: VA-TH VVC EM PROVIDER

   Next, type in the Associated Title, which in this case is VIRTUAL EMERG MGMT PROVIDER and hit Apply.

Type in the following information:
Name: VIRTUAL EMERG MGMT MH
Template Type: Reminder Dialog
    Reminder Dialog: VA-TH VVC EM MENTAL HEALTH

    Next, type in the Associated Title, which in this case is VIRTUAL EMERG MGMT MH
    and hit Apply.

Type in the following information:
Name: VIRTUAL EMERG MGMT SWS
Template Type: Reminder Dialog
    Reminder Dialog: VA-TH VVC EM CASE MANAGEMENT

    Next, type in the Associated Title, which in this case is VIRTUAL EMERG MGMT SWS
    and hit Apply.

4. Add the appropriate patient data objects to the elements:
    VAL-TH VVC TELEPHONE TRIAGE CONTACT PHONE OBJECT
    VAL-TH VVC TELEPHONE TRIAGE PATIENT LOCATION HOME
    (it is recommended to use an object that pulls in the patient home address rather than
    mailing address if it is available)
    VAL-TH VVC PROVIDER PMH PL
    VAL-TH VVC PROVIDER LABS
    VAL-TH VVC PROVIDER ALLERGIES
    VAL-TH VVC PROVIDER ACTIVE MEDS
    VAL-TH VVC PROVIDER VITALS
    VAL-TH VVC PROVIDER IMMUNIZATIONS
    VAL-TH VVC PROVIDER CHEST XRAY

*NOTE: If there are any questions or problems during the installation, please notify your local IT
support to log a national help desk ticket or contact the VA Service Desk and have them submit a
national ticket to:*
        Category: Affected Service
                Affected Service: VistA – CPRS: Clinical Reminders
                        Assignment Group: NTL SUP Clin 2